Figure 368: Checking ledger

Referencing other sheets

On the *Summary* sheet we display the balance from each of the other sheets. If you copy the example in Figure 368 onto each of the five account sheets, the current balances will be in cell F3 of each sheet.

There are two ways to reference cells in other sheets: by entering the formula directly using the keyboard or by using the mouse.

Creating the reference with the mouse

On the *Summary* sheet, set up a place for all five account balances, so we know where to put the cell reference. Figure 369 shows the *Summary* sheet with a blank *Balance* column. We want to place the reference for the Checking Account balance in cell B3.

Figure 369: Blank Summary sheet

To make the cell reference in cell B3, select the cell and follow these steps:

1) Click on the **=** icon next to the Input line in the Formula bar. The icons in the Formula bar change and an equals character appears in the Input line (Figure 370).

Figure 370: Equals character in Input line of Formula bar